

# MEMO

**DATE:** April 3, 2008  
**TO:** Administration Committee and Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** CFO Monthly Report

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## **Accounting:**

During the month of February, the Accounting department computed the FY09 dues assessments for all current members and three new members: Cities of Chino Hills, Mission Viejo, and San Jacinto, and the San Bernardino Council of Governments. The total dues amount is \$1,504,472, 4.2% higher than the FY08 amount of \$1,444,366. This will be submitted to the General Assembly in May as part of the General Fund budget for FY09.

Preparation began to convert SAP's reporting regimes to the new WBS structure. This structure was the basis on which the FY09 budget was developed. The new structure aggregates projects into fewer work elements thus placing the level of budgetary control at a level consistent with good business practice.

SCAG's irrevocable trust account at CalPERS was opened and activated. We will commence prefunding of our retiree medical liability, as measured under GASB 45 in March.

## **Budget and Grants:**

The Draft FY09 OWP was transmitted to Caltrans and FHWA for review and comment. The FY08 OWP Amendment 3 was prepared to add some projects that will be initiated in the current fiscal year and to make some administrative adjustments.

Budget and Grants staff participated in the second quarter progress review meeting with Caltrans Districts 7, 8 and 11 and FHWA required representatives. The meeting agenda addressed project status updates, and preliminary comments from District 7 and the FY09 OWP.

The annual meeting with MPO's, Caltrans and FHWA will be held in April to address FY09 OWP comments from these funding partners.

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## Contracts:

During the month of February, the contract department awarded 1 contract, issued 6 contract amendments, and 7 Request for Proposals (RFP). Staff also administers 70 consultant contracts and 13 Continuing Cooperative Agreements.

Lastly, staff continues their efforts to reduce procurement cycle time, administrative process and its associated cost. Accordingly, staff (Leyton Morgan) created an electronic library of contract files, which can be accessed by internal staff or external Caltrans staff. Previously, paper copies were routed throughout the agency and large files transmitted to Caltrans. These were cumbersome processes that took weeks to complete and were subject to documents being lost or misplaced. With the implementation of the electronic library, contract files are available internally and externally in real time.

Submitted by:

  
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*Chief Financial Officer*

# SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

## EXPENDITURE REPORT

EIGHT MONTHS ENDED FEBRUARY 29, 2008

67% OF FISCAL YEAR ELAPSED

	Adopted Budget	Amendment #1	Budget after Amendment #1	Amendment #2	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1 Staff & Fringe Benefits	48,083		48,083		48,083	10,465		37,618	22%
2 9914 Indirect Costs	51,771		51,771		51,771	11,809		39,962	23%
3 54300 SCAG Consultants	320,000		320,000		320,000	137,863	83,938	98,200	69%
4 54340 Legal costs	200,000		200,000		200,000	33,734	76,266	90,000	55%
5 55600 SCAG Memberships	33,000		33,000		33,000	8,289	5,000	19,711	40%
6 55820 Training	50,000		50,000		50,000		49,988	12	100%
7 55910 RC/Committee Meetings	22,000		22,000		22,000	6,958		15,042	32%
8 55912 RC Retreat	25,000		25,000		25,000			25,000	0%
9 55914 RC General Assembly	25,000		25,000		25,000	3,900	18,100	3,000	88%
10 55920 Other Meeting Expense	60,000		60,000		60,000	60,000		(0)	100%
11 55930 Miscellaneous other	49,800		49,800		49,800	28,999	14,936	5,865	88%
12 55940 Stipend - RC Meetings	130,000		130,000		130,000	107,030		22,970	82%
13 55972 Rapid Pay Fees	1,000		1,000		1,000	774		226	77%
14 55980 Cash Contribution to Projects	330,000		330,000		330,000			330,000	0%
15 56100 Printing	7,500		7,500		7,500			7,500	0%
16 58100 Travel	56,000		56,000		56,000	24,374		31,626	44%
17 58150 Travel - Lodging over max	5,000		5,000		5,000	2,178		2,822	44%
18 58200 Travel - Registration fees	5,000		5,000		5,000	2,245		2,755	45%
19 58600 NARC Board Expense	3,500		3,500		3,500			3,500	0%
20 58700 RC Approved Costs	18,000		18,000		18,000	7,433		10,567	41%
21 58800 RC Sponsorships	116,500		116,500		116,500	12,850	9,688	93,962	19%
22 Total General Fund	1,557,154	-	1,557,154	-	1,557,154	458,902	257,915	840,337	46%
23									
24 Staff & Fringe Benefits	10,323,466	(22,225)	10,301,241	345,668	10,646,909	6,558,717	55,794	4,032,399	62%
25 9914 Indirect Costs	10,792,214	37,909	10,830,123	832,815	11,662,938	7,060,628		4,602,310	61%
26 54300 SCAG Consultants	12,826,884	(3,000)	12,823,884	(922,274)	11,901,610	2,434,381	4,260,141	5,207,089	56%
27 54330 Subregional Consultants	2,756,488	235,000	2,991,488	864,784	3,856,272	234,736	1,163,980	2,457,556	36%
28 54400 Subregional Contracts	514,710	15,000	529,710	123,306	653,016	15,297	178,413	459,306	30%
29 55280 Third Party Contribution	3,769,842	(25,264)	3,744,578	377,871	4,122,449	704,470		3,417,979	17%
30 55930 Miscellaneous - other	701,000		701,000		701,000	444,464	24,803	231,733	67%
31 56100 Printing	108,000	55,000	163,000		163,000	60,776	11,435	90,789	44%
32 58100 Travel	199,000	6,000	205,000	(3,000)	202,000	120,277		81,723	60%
33 Total Other Funds	41,991,604	298,420	42,290,024	1,619,170	43,909,194	17,633,745	5,694,566	20,580,883	53%
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35 Grand Total	43,548,758	298,420	43,847,178	1,619,170	45,466,348	18,092,647	5,952,481	21,421,221	53%